

Squadron 86

Basic Cadet Standard Operating Procedure

**PCR-CA-414 Operating Instruction-1
4 September 2006**



**San Francisco Cadet Squadron 86, *Excellence in Action!*
United States Air Force Auxiliary
Civil Air Patrol**

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United States Air Force Auxiliary
100 Armory Drive
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**Standard Operating Procedure
Squadron 86, *Excellence in Action!*
(SOP)**

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Chapter 1

GENERAL

- 1.1 Cadets will be familiar with the contents of this SOP within one week of receiving it. This SOP supersedes all previous editions. If there is any conflict with previous Squadron regulations, this manual takes precedence.
- 1.2 **Purpose.** The purpose of this SOP is to inform Cadets of the ways in which the Squadron is run and to let them know what is expected of them.
- 1.3 **Introduction.** San Francisco Cadet Squadron 86, Excellence in Action, is a Squadron focused on Cadet programs. Our Squadron is one of California's finest and has consistently produced some of the finest leaders in California wing. Here Cadets receive classroom and practical leadership experience. Cadets on staff earn their positions through knowledge and experience; staff positions are NOT handed out.
- 1.4 **Revisions.** Requests to revise this SOP will be made in writing to the Squadron Commander and courtesy-copied to the Cadet Commander. Upon approval from both the Squadron Commander and the Cadet Commander the revision will be added to the soft copy of this manual, a hard copy will be stapled to the back. Every Cadet Commander will review this manual and revise it as needed BEFORE taking command. The Squadron Commander and Cadet Commander have the final authority over what enters this manual.

Chapter 2

POINTS

- 2.1 **Purpose.** Points exist to determine eligibility to promote, whether or not a Cadet is qualified to be on staff, and assess the performance of Cadets.
- 2.2 **Accumulation.** Cadets will earn up to ten points per meeting. Cadets will lose points by being late/absent, improper uniform, not knowing memory work, poor conduct, etc. Cadets may earn an extra ten points for attending a weekend activity and may earn an extra fifteen for serving on staff at an activity. Twenty points will be given for activities lasting longer than three days; thirty points will be given for staffing such an activity.
- 2.3 **Tracking Points.** A Cadet's direct supervisor will decide how many points he or she will earn, Flight Sergeants and the First Sergeant may recommend to the supervisor whether to award or remove points, once the supervisor has allocated points, the decision is final. At the end of each meeting the administration NCO will enter the points into an Excel file, in this way points can be tracked accurately.

Chapter Three

PROMOTIONS

- 3.1 **Purpose.** The purpose of this section is to inform Cadets of what is expected of them before promoting as well as to standardize promotion procedures
- 3.2 **Requirements.** Cadets must request testing no less than 7 days prior to the desired test date. Testing will take place during time allotted to Flight Training Activities. After meeting all requirements for promotion as outlined in the CAPR 52-16 Phase I Cadets and Cadets without grade will make a written request to their Flight Commander in enough time to allow for consideration for promotion (sample request in appendix). If the Flight Commander denies the promotion the Cadet may write an appeal to the Cadet Commander courtesy copied to the Flight Commander. The Cadet Commander has final say on promotion recommendation to the Squadron Commander. Cadets Phase II and above will make a request for a review board. Cadets will attend promotion review boards (PRBs) in blues, with or without ribbons. People allowed to sit in on PRBs are the Cadet's supervising officer, NCO and senior members.
- 3.3 **Additional Requirements.** Before becoming a C/SrA Cadets will attend at least one Civil Air Patrol activity. Before promoting to C/MSgt Cadets will attend a Cadet Non Commissioned Officer School. Cadets must maintain an average of at least seven points per meeting in order to be considered for promotion. These requirements may be waived (upon written request) by the Cadet Commander, with a courtesy copy sent to the Squadron Commander.

Chapter Four

COMMUNICATION AND CHAIN OF COMMAND

- 4.1 **Purpose.** The purpose of this section of the manual is to let Cadets know whom to contact and how communication works within the Squadron. **In any case of harassment, abuse, hazing, mistreatment, or other harm, ignore this chain of command; GO DIRECTLY TO A SENIOR MEMBER.**
- 4.2 **Communications tree.** The communications tree (also “COM TREE” or “PHONE TREE”) will be run weekly by the First Sergeant. Each week, attendance will be taken and the orders will be given. The Com Tree will also be used to distribute information about events, activities, etc. The Flight Sergeant will call Element Leaders. Element Leaders will then call their Elements and issue the orders. It is very important that Cadets make sure they answer their phones. If a Cadet will be out of town or unavailable he/she must inform his/her immediate supervisor. If a Cadet cannot make it to a meeting he/she must inform his/her immediate supervisor. If the supervisor is unavailable the Cadet will call the next highest person on their chain of command. Cadets must also check their email, as some messages will be distributed via the Internet. **CADETS ARE RESPONSIBLE FOR MAINTAINING CONTACT WITH THEIR IMMEDIATE SUPERIOR.**
- 4.3 **Chain of Command.** If a Cadet has a question, comment request etc., he/she must use the Chain of Command. It is inappropriate to call the First Sergeant or an officer and therefore Cadets must call their Element Leader or Flight Sergeant with such concerns.

Chapter Five

CUSTOMS AND COURTESIES

- 5.1 **Purpose.** The purpose of this section is to inform Cadets of what is expected of them. It is important to note that different officers and NCOs have preferences when it comes to Customs and Courtesies. Always remember - when in doubt, salute. This information can also be found in CAPP 151 and AFMAN 36-2203.
- 5.2 **Classroom Procedure.** When you file into a classroom you will stand at attention behind your seat until instructed to do otherwise. If you have a question or a comment you will come to seats attention (sitting upright on the last 6 inches of your chair, feet 12 inches apart, arms strait and hands cupped and on your knees) and raise your hand so that your arm is parallel to the deck with the elbow bent at a 90-degree angle with your hand cupped. You will not speak until called upon. If an instructor calls upon you, you will come to seats attention. After a class the senior enlisted grade Cadet will call the room to attention.
- 5.3 **Outdoor Procedure.** If you are outdoors/not in a classroom, and not in formation and an officer walks by, you will call the group to attention, face the officer and salute. You will remain at attention until the officer is gone or until otherwise instructed. If an NCO walks by you will do the same, except you will not salute the NCO. If you are on your own you will do the same but do not call yourself to attention, simply come to attention automatically. When addressed by an Officer or NCO always come to attention, in or out of formation.
- 5.4 **Titles of address.** Officers will be addressed as Sir/ Ma'am; NCOs will be addressed as Sergeant (except for C/CMSGT); the First Sergeant will be addressed as First Sergeant; C/CMSGts will be addressed as Chief or Chief Master Sergeant and Cadets will be addressed as Cadet. If asked a question you will give a clear and concise answer followed by the title of address.

Chapter Six

UNIFORMS

- 6.1 **Purpose.** The purpose of this section is to make sure that you, the Cadets, know what is expected of your uniforms. Refer to CAPM 39-1 and CAWGM-39-1 for the requirements regarding the official CAP uniforms.
- 6.2 **Blues.** The blues uniform is the primary uniform for Civil Air Patrol. Before wearing it you should ensure that it is clean, ironed and have a professional appearance. Cadets must have a complete set of blues before promoting. Only Cadet officers are authorized by the Squadron to wear plastic/patent leather shoes.
- 6.3 **Battle Dress Uniform.** The Battle Dress Uniform (BDU) is the primary utility uniform for CAP. It is worn at air shows and most other events. If a meeting is scheduled for BDUs attend with your sleeves rolled up. Only encampment graduates are permitted to fold the front of their covers or “box” them and only Cadet officers are permitted to wear their grade insignia on their covers. Only black undershirts will be worn. Before a Cadet can wear Squadron apparel, he/she must earn 60 points and complete the Curry achievement.
- 6.4 **Physical Fitness Training Uniform.** The Physical Training uniform is worn only for PT. It will consist of white athletic socks, running shoes, dark blue or black shorts/sweat pants and a CAP or plain black t-shirt. The t-shirt will be tucked in.
- 6.5 **Civilian Options.** If a Cadet does not have a BDU/Blues uniform, he/she may wear a conservative, collared white or blue shirt and khakis, regular fitting (not saggy) blue jeans, or a conservative skirt that does not go above the knees (females only). Shirts will be tucked in. If a Cadet does not have a Uniform Jacket/Sweater, he/she may wear a civilian one provided that it is conservative and regular fitting. If a jacket is worn (uniform or civilian) it will be zippered at least halfway.
- 6.6 **Civilian Attire.** If the uniform order is civilian attire the Cadet may wear their normal clothing provided that it is conservative and without obscenities. Closed toed shoes will be worn. Spaghetti straps and skirts that hit above the knee will not be worn.

Chapter Seven

WEEKLY PROCEDURES

- 7.1 **Arrival.** Cadets will arrive in uniform no later than 1830 (unless given permission from flight staff in advance.) If possible, Cadets will sign in and report to their flight Sergeant as soon as they arrive. If the circumstances prevent this from occurring, they are to maintain military bearing and stay in the same general area. The first Cadets to enter arrive will bring out the Squadron board and guidon. If a Cadet is tardy without excuse, he/she will lose three points.
- 7.2 **The Armory.** The armory is the property of the California National Guard; we are their guests. It is important that we do not disturb them or leave a mess. Do not go anywhere but the classroom, the office and the drill pad, do not go “searching around.” The displays on the Drill Pad are for educational use, they are fragile and will break easily; do not touch them.
- 7.3 **The Office.** Cadets must receive permission to enter the office except when retrieving or replacing the Squadron board and guidon. If you need to enter the office, knock on the door (even if it is open) and wait for permission to enter. If no one is in the office and you have not been given permission to enter **DO NOT ENTER.**
- 7.4 **Break.** During the meeting Cadets will receive a break time. During break Cadets may use the latrines, get water or food or sign in if they have not yet done so. Cadets may not wander around the armory and must stay on the drill pad. Cadets will maintain military bearing; horseplay will not be tolerated.
- 7.5 **Dismissal.** Cadets will not be dismissed until the armory is clean and in order. They should plan to be picked up no later than 2115 (the meeting ends at 2100). If you need to leave early you must inform your flight staff; do not leave until dismissed by your flight staff.

Chapter Eight

AWARDS

- 8.1 **Purpose.** The purpose of awards is to motivate Cadets to achieve excellence and to recognize those who do. Cadets can mention the awards they earn on their resumes.
- 8.2 **Outstanding Cadet of the Year.** This Cadet will be selected from Cadets in flight as well as Cadets on staff. The decision will be based on dedication to the program, activity, contribution, ability and knowledge. The Cadet will be nominated to group 2.
- 8.3 **Outstanding Basic Cadet of the Year.** This award is exclusively for Cadets who are not on staff. The decision will be based on performance and improvement and points

Chapter Nine

ACTIVITIES

- 9.1 **Non-Squadron Activities.** Cadets must receive permission from their Flight Staff before attending an activity. They are responsible for filling out a CAWGF 31 in time for the activity.
- 9.2 **Squadron Activities.** Squadron activities such as O-rides do not require a CAWGF 31 but Cadets must let their immediate Commander know whether or not they will be attending.
- 9.3 **Transportation.** It is recommended that Cadets carpool to and from activities. When carpooling Cadets will arrive and be picked up at the armory at the times specified by the driver. IT IS NOT INCUMBENT UPON THE DRIVER TO PICK UP AND DROP OFF CADETS AT THEIR HOMES. Those receiving rides should bring money to help their driver pay for gas.

Chapter Ten

MEMORY WORK

- 10.1 **Purpose.** The purpose of memory work is to teach Cadets discipline and the philosophies of CAP. Cadets will have memorized everything in their memory work (excluding chain of command) within three weeks of receiving this manual. The chain of command is in the appendix and will be memorized within one month of receiving this manual.
- 10.2 **California Wing Cadet Honor Code**
On my honor as a Civil Air Patrol Cadet of the California Wing, I will not lie, cheat, steal, or commit any act of intentional dishonesty or tolerate those who do.
- 10.3 **Cadet Oath**
I pledge that I will serve faithfully in the Civil Air Patrol Cadet program and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state, and nation.
- 10.4 **Definition of Leadership**
Leadership is the art of influencing and directing people in a way that will win their obedience, confidence, respect and loyal cooperation in achieving a common objective.
- 10.5 **Definition of Military Discipline**
Military discipline is that mental attitude and state of training that renders obedience instinctive under all conditions. It is founded upon the respect for, and loyalty to, properly constituted authority.
- 10.6 **Value of Drill and Ceremonies**
On the drill field, the individual learns to participate as a member of a team, to appreciate the need for discipline, that is to respond to authority, to follow orders promptly and precisely, and to recognize the effects of their actions on the group as a whole. Learning to follow is the beginning of leadership.

10.7 Chain of Command (Current as of November 2004)

Commander in Chief: _____

Secretary of Defense: _____

Secretary of the Air Force _____

Chairman Joint Chiefs of Staff _____

Air Force Chief of Staff _____

Commander, Air Education and Training Command _____

Air University Commander _____

CAP-USAF Commander _____

CAP National Commander _____

PAC Region Commander _____

CAWG Commander _____

Group 2 Commander _____

Squadron 86 Commander _____

Squadron 86 Cadet Commander _____

Squadron 86 First Sergeant _____

Flight Commander _____

Flight Sergeant _____

Developed by C/Capt Matthew Beezy
May 2005

3 May 2005

TO: Johnny H. Appleton, C/2d Lt, CAP
Flight Commander

FR: John H Doe, C/AB, CAP
Alpha Flight Member

RE: Curry Achievement

I feel that I deserve of a promotion because I have put forth a lot of effort. I have attended every meeting and taken notes in every class. I can now drill with precision.

I want to become a Cadet Airman so that I can attend encampment this summer. I see this promotion as an opportunity to expand my leadership potential and progress even further. This is only the first advancement in a series of achievements. Thank you for considering my application.

Sincerely,

John H Doe, C/AB, CAP

Note: this is only an example letter, pay attention to the formatting more than the content. In your request for promotion talk about why you deserve a promotion and what you would do with your promotion. Remember to address your letter to your Flight Commander. Always type your application.